

# SAN DIEGO POLICE DEPARTMENT/ COMMISSION ON POLICE PRACTICES COMPLAINT FORM

### INSTRUCTIONS FOR COMPLETING THE COMPLAINT FORM:

Please describe the incident that led to this complaint, telling what happened from beginning to end. Be as clear and specific as you can be. What aspect(s) of the incident was improper (your specific complaint). How could it be resolved to your satisfaction? Please add additional pages as necessary. In order to investigate the incident completely, it is helpful to provide your name and information. However, the San Diego Police Department also accepts anonymous complaints.

COMPLAINANT'S NAME \_\_\_\_\_ HOME PHONE ( ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ BUS. PHONE \_\_\_\_\_ ( ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DOB \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**INCIDENT LOCATION:**

DATE \_\_\_\_\_ TIME \_\_\_\_\_

## SDPD PERSONNEL INVOLVED: (Give as much detail as possible)

NAME: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Badge #: \_\_\_\_\_ ID # \_\_\_\_\_

NAME: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Badge #: \_\_\_\_\_ ID # \_\_\_\_\_

NAME: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Badge #: \_\_\_\_\_ ID # \_\_\_\_\_

NAME: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Badge #: \_\_\_\_\_ ID # \_\_\_\_\_

**WITNESS(ES):**

NAME \_\_\_\_\_ HOME PHONE ( ) \_\_\_\_\_ BUS. PHONE ( ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ DOB \_\_\_\_\_

NAME \_\_\_\_\_ HOME PHONE ( ) \_\_\_\_\_ BUS. PHONE ( ) \_\_\_\_\_

ADDRESS	DOB
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Please answer Yes/No: Did you include the following with this complaint? \_\_\_\_\_ Video(s) \_\_\_\_\_ Photo(s)

**INCIDENT DESCRIPTION/COMPLAINT:**

[illegible]

## How will my complaint be investigated?

Your case will be assigned to an investigating supervisor. They will talk to you about your complaint and explain the process. You have the option of an **Informal** or **Formal** complaint resolution.

A **Formal** investigation will be classified as either a Category-I or a Category-II complaint based on the nature of the allegation. During a **Formal** investigation, you, the officer, and all witnesses will be interviewed. All physical evidence will also be examined. For all Category-I complaints, the complete investigation will be reviewed by Commission on Police Practices (CPP). At the conclusion of the CPP's review and deliberation of the case, a letter will be sent to you notifying you of the CPP's conclusion. At the conclusion of CAT-I or CAT-II investigations, the Department will notify you of the results via mail. The investigation will be retained in the Internal Affairs Unit for at least five years in accordance with State law.

In **Informal** investigations, the supervisor will conduct a preliminary investigation, address your concerns directly with the officer, and document the incident with a memorandum in the casefile. All records will be retained in the Internal Affairs Unit for five years. No further investigation will take place unless the employee's Commanding Officer determines additional investigation is warranted.

## Will I be told the results of the complaint?

**Yes.** For Formal complaints, both SDPD and the CPP will send you a letter with the results at the completion of their respective investigation and review. Each allegation will be assigned one of four possible findings. In the CPP's review, each allegation will be reviewed and the CPP will either agree or disagree with SDPD's conclusion.

The four possible conclusions are:

1. **Sustained:** All or part of the act occurred.
2. **Not Sustained:** There was not enough evidence to clearly prove or disprove the allegation.
3. **Unfounded:** The act did not occur.
4. **Exonerated:** The act occurred, but was justified, legal and proper.

## What will happen to the officer?

If the officer's actions were improper, they will be subject to discipline. However, the law (832.7 P.C.) prohibits telling you what specific disciplinary action was taken against the officer(s).

## What next?

You can turn this completed form into any police station or storefront as well as Police Headquarters at 1401 Broadway in downtown San Diego. If you prefer you can call (619) 531-2000 and ask to speak with a police supervisor, or forward this form electronically to [sdpdia@pd.sandiego.gov](mailto:sdpdia@pd.sandiego.gov). If you have any questions, you can also call San Diego Police Department Internal Affairs directly at (619) 531-2801

Lastly, you can also submit this form to the CPP at 202 C Street, MS 9A, San Diego CA 92101, by phone at (619) 236-6296, or online at: [commissiononpolicepractices@sandiego.gov](mailto:commissiononpolicepractices@sandiego.gov)